



# TOWN OF LOS ALTOS HILLS PLANNING COMMISSION AGENDA

**REGULAR MEETING, THURSDAY, FEBRUARY 3, 2022 AT 6:00 P.M.**

**Council Chambers, 26379 Fremont Road, Los Altos Hills, CA**

[www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov)

## ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (650) 941-7222. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

Notice to Public: Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at 26379 Fremont Road, Los Altos Hills, California during normal business hours. These materials will also be made available on the Town website subject to Staff's ability to post the documents before the meeting.

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## **TELECONFERENCE SPECIAL NOTICE**

*Pursuant to Government Code Section 54953(e):*

### **NOTICE OF TELECONFERENCED MEETING**

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021), which amended Section 54593 of the Government Code to allow local legislative bodies to continue to conduct meetings by teleconference under specified conditions and pursuant to special rules on notice, attendance, and other matters. As the City Council for the Town of Los Altos Hills has made the findings required by Government Code Section 54953, the Council, the Planning Commission and Committees will continue to conduct meetings by teleconference and the Council Chambers will not be open to the public for this Planning Commission meeting. Pursuant to the requirements of Government Code Section 54953(e), members of the public will be provided with notice of how they may access the meeting and offer public comment.

Commissioners Teleconferencing: Chair Birgitta Indaco, Vice-Chair Jim Waschura, Commissioners Jitze Couperus, Ed Smith, and Rajiv Patel.

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This meeting will be broadcast via live-stream service at <http://www.losaltoshills.ca.gov>.

**NOTE:** *There may be a delay in the live streaming of the meeting. If you wish to provide oral comments during the meeting, please follow the meeting proceedings via the teleconference to ensure you are prepared when called upon.*

Members of the Public may participate and provide public comments to teleconference meetings as follows:

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to the Project Planner for the project or the Planning Technician [kbrunner@losaltoshills.ca.gov](mailto:kbrunner@losaltoshills.ca.gov). Emails received prior to the meeting will be included in the public record. If the email is received after all comments are posted, the Technician will read aloud public comments at the Planning Commission meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information. Before speaking, please identify yourself by name and where you reside.
3. To join from a PC, Mac, iPad, iPhone or Android device, click this URL to join:

Videoconference Link:	<a href="https://bit.ly/LosAltosHillsPC">https://bit.ly/LosAltosHillsPC</a>
Webinar ID:	810 7639 7750
Password:	574533
Phone:	(669) 900 6833

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments.

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**THURSDAY, FEBRUARY 3, 2022 AT 6:00 PM**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. PRESENTATIONS FROM THE FLOOR

Persons wishing to address the Commission on any subject not on the agenda are invited to do so now. Please note, however, that the Commission is not able to undertake extended discussion or act tonight on non-agendized items. Such items will be referred to staff or placed on the agenda for a future meeting.

3. CONSENT CALENDAR

3.1 Motion of the Planning Commission of the Town of Los Altos Hills to continue meeting virtually through teleconference meetings and making related findings pursuant to AB 361.

3.2 Approval of January 13, 2022 Special Meeting Minutes

4. PUBLIC HEARINGS

Public hearings are specially noticed items for discussion. Anyone wishing to speak regarding a public hearing should fill out a speaker card prior to the completion of the staff report and give it to staff. The order of business for public hearings is as follows:

- |  |   |
|--|---|
| 1. Staff Presentation                  | 4. Public Comments – 3 Minutes per person |
| 2. Applicant Presentation – 15 Minutes | 5. Applicant Response – 5 Minutes         |
| 3. Commission Questions/Clarifications | 6. Commission Comments/Questions/Action   |

If you challenge the proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described below, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

Any interested party may appeal a determination of the Planning Commission to the City Council by filing a written notice of appeal with the City Clerk by 4PM within twenty-one (21) days of the decision. A nonrefundable filing fee and a deposit for services shall accompany each notice of appeal, except that any member of the Council may file such an appeal without payment of a fee.

➤ *Planning Commission Ex Parte Contacts Policy Disclosure*

4.1 27210 Altamont Road – File #CUP21-0003 – ATC Sequoia LLC/Lands of the Town of Los Altos Hills

A request for a 10-year renewal of the Conditional Use Permit for an existing wireless telecommunications facility with no changes to equipment or structures.

CEQA review: Categorical Exemption per Section 15301(b)

*Project Planner: Steve Padovan*

4.2 11511 Summitwood Road – File #SD21-0051 & VAR22-0002 – Lands of Zbrozek

Request for a Site Development Permit for an 832 square-foot addition and major remodel to an existing 4,918 square-foot single-family residence resulting in a maximum structure height increase from 27 feet to 31’-6” and no change to the existing building footprint; a request for a Variance to allow the existing building footprint to encroach 15 feet into a the required 45-foot side yard setback due to the height increase.

CEQA review: Categorical Exemption per Section 15301(e)

*Project Planner: Jeremy Loh*

4.3 Town of Los Altos Hills – File #SP19-0007

An update to the Town’s existing Outdoor Lighting Policy to provide additional guidelines, clarifications, and definitions.

*Project Planner: Jeremy Loh*

5. NEW BUSINESS

5.1 Housing Needs Data Report for the Housing Element Update 2023-2031

*Planning Director Mangalam*

6. REPORTS FROM THE COMMISSIONERS

6.1 Past Meeting

- January 20, 2022 – Chair Indaco

6.2 Upcoming Meeting Assignments

- February 17, 2022 – Commissioner Smith
- March 17, 2022 – Commissioner Patel
- April 21, 2022 – Commissioner Couperus
- May 19, 2022 – Vice-Chair Waschura

7. REPORT ON PAST FAST TRACK/SITE DEVELOPMENT MEETINGS

7.1 January 18, 2022

CANCELLED

7.2 January 25, 2022

CANCELLED

7.3 February 1, 2022

CANCELLED

8. PLANNING DIRECTOR REPORT

9. ADJOURNMENT